



Los Angeles County

**COLLEGE OF NURSING
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CARES Act HEERF Grant Policy for the Award and Administration of Funds

Background:

On March 27, 2020 the federal government enacted the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Section 18004 of the CARES Act established the Higher Education Emergency Relief Fund (HEERF). The HEERF provides emergency funding to institutions of higher education, including funds that must go directly to the students in the form of emergency financial aid grants for the expenses related to the disruption of campus operations due to the coronavirus.

Purpose and Scope:

The Los Angeles County College of Nursing and Allied Health (CONAH) received an allocated amount of \$174,062 from the Higher Education Emergency Relief Fund (HEERF) authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. CONAH has signed and returned the HEERF certification and agreement form to the Department of Education assuring that no less than 50% to provide emergency financial aid grants to students. The funds must be used for HEERF eligible expenses related to the disruption of campus operations due to the coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child-care).

Policy:

The CARES Act requires educational institutions to disburse the CARES Act funding to eligible students for HEERF eligible expenses. This policy presents CONAH's methodology for determining eligibility under the CARES Act as well as the process and procedure for distributing and disbursing the funds allocated under the HEERF Grant funds. HEERF Grant funds cannot be applied by CONAH toward a student's tuition account balance.

Eligibility:

Under the CARES Act and administrative interpretation provided by the Department of Education, students eligible to receive HEERF Grant funds must meet all eligibility criteria listed below:

1. Financial aid documents including the Estimated Family Contribution (EFC) according to the 2019-2020 FAFSA to determine the financial need component

2. Spring 2020 semester enrollment (student must be enrolled in at least one nursing course after March 13, 2020)
 - Students who have an effective withdrawal date prior to March 13, 2020 are not eligible to receive HEERF funds.
 - Students must have been enrolled for the Spring 2020 semester in at least one nursing course as of March 13, 2020.
3. Students who did not file a 2019-2020 FAFSA but can show they meet all the requirements under Section 18004(c) of the CARES Act for eligibility of Title IV funds can complete an application to request funds.

Students not eligible for HEERF Grant Funds:

Examples of students who are not eligible for HEERF Grant funds include: undocumented students; DACA students; any student who is not eligible to receive Title IV funds.

HEERF Grant Amounts:

Procedure:

CONAH will disburse the emergency aid under the HEERF Grant to eligible students through a block method based on Estimated Family Contribution (EFC).

The block method of distribution is as follows:

- EFC of \$0-\$3000 will receive \$700
- EFC of \$3,001-\$9,999 will receive \$600
- EFC > \$10,000 will receive \$500

In addition, eligible students who did not file a 2019-2020 FAFSA (but meet the requirements under Section 18004(c) of the CARES Act) and those requiring more aid than disbursed, can apply by completing the Student COVID-19 Financial Assistance Request Form and submitting the request. Students can apply for up to \$500. The request form is available on the College website. The CONAH Financial Aid Office will review the applications and award funds based on the highest need.

Disbursing HEERF Grant Funds:

The Financial Aid Office will notify all the students who will receive funding by the block method of disbursement in writing. The funds will be issued to students directly in the form of checks as soon as practical.

Students who apply for consideration or additional funding will be awarded after review of their request forms. Eligible students will be notified by the Financial Aid office and funds will be issued to students directly in the form of checks as soon as practical.

Reporting and Tax Compliance:

CONAH will comply with the Department of Education reporting requirements as directed by the CARES Act.

CONAH will issue the appropriate tax documents to students for these HEERF Student Share Grants, if any, as required by the Internal Revenue Service. The IRS has provided interim guidance stating that the HEERF Grant funds are not taxable income to the students who receive such funds.

Resources:

1. Student COVID-19 Financial Assistance Request Form
2. U.S. Department of Education: CARES Act: Higher Education Emergency Relief Fund
<https://www2.ed.gov/about/offices/list/ope/caresact.html>

Originating Date: 8/2020

Updated: 9/2020